**ACE**

**Answer** the question  
  a) Read the question.  
  b) Reread relevant/important parts of the text with the purpose of answering the question.  
  c) Restate the question as a statement using key words from the question in your response.  
  d) Make sure that you completely answer the question.

**Cite** evidence from the text to support your answer  
  a) Find a quote that supports your answer  
  b) Use a transitional phrase to introduce your quote  
  c) Include quotation marks and in-text citation

**Expand; extend; explain** your answer  
  a) Use a transitional phrase to explain the quote  
  b) Explain how the quotation supports your answer  
  c) Conclude with your final thoughts